

LOWHILL TOWNSHIP  
BOARD OF SUPERVISORS  
DECEMBER 7, 2017  
MEETING MINUTES

The Lowhill Township Board of Supervisors meeting was called to order at 7:30 pm by Chairman Richard Hughes. Also present were George Wessner, Jr., Vice Chairman; Robb Werley, Member; Brian Carl, Administrator; Charles Waters, Esq., Solicitor; Ryan Christman, Engineer and Secretary Jill Seymour.

After the Pledge of Allegiance, Robb Werley made a motion to approve the November 2, 2017 meeting minutes, as written. Seconded by George Wessner, Jr. Richard Hughes made a motion to approve the Budget Meeting #2 meeting minutes, as written. Robb Werley seconded the motion. George Wessner, Jr. made a motion to pay the monthly bills, as submitted. Robb Werley seconded the motion. All motions carried.

Richard Hughes said there were no executive sessions.

Richard Hughes said he would like a moment to discuss something that is not on the agenda. Last month, we approved a payment of \$1716 to George Wessner, Jr.'s company, Stone Haven. It was related to a paving project on Horseshoe Road. Half way through the project, the closest asphalt plant shut down along with the next closest plant. This required us to drive to their 3<sup>rd</sup> plant in East Earl, Pa, which is close to Leesport. In order to keep paving and cover the significant additional distance, the Township needed additional trucks to immediately haul the product. Phone calls were made to trucking companies and no trucks were available. Mr. Wessner had available trucks and was willing, under the circumstances to provide the needed trucks at less than market rate. The Pennsylvania Procurement Code provides an emergency exception from competitive bidding to satisfy an urgent need, which circumstances were beyond the Township's control. Based on those circumstances, the payment to Mr. Wessner for the services provided was approved. Upon reflection and to avoid any appearance of a conflict, Mr. Wessner has chosen to return those funds to the Township. I would like to thank Mr. Wessner for coming to our assistance.

Second, in reference to our new hire, Tim Wessner. The Township does not have to advertise when hiring a new employee. On 10/2/17, Richard Hughes interviewed Mr. Wessner. An executive session to discuss this employee was held on 10/4/17. Tim Wessner was hired on 10/6/17. Tim filled out all paperwork and went for a pre-employment urine screen on 10/11/17. Tim gave his previous employer 2 weeks' notice and started working for the township on Monday 10/23/17.

Solicitor Comments: None.

Engineer Comments: Still no word on the MS4 at this time. We are on the list for January 2018 for the grant application for the Bear Bridge. We have 8-10 years to get the work done. 6289 Horseshoe Road septic issue. Chris Noll looked at the septic, it is in violation. A letter was sent to the owner.

Administrator Comments: A meeting will be set up for some time in January to discuss the multi municipal plan. Looking to see if North Whitehall and Walnutport Boro want to get in on our plan. The Wassum Windy Road concrete driveway has been postponed until January 16, 2018. The commercial parking issue has been resolved.

Road Master Comments: In November they filled in the shoulders on Horseshoe Road. Finished line painting and did the gutter markers. They have started prepping for winter maintenance and made tire chains. There was some pole and concrete clean up done on Narris Road. Two spots were paved on Narris Road and started leaf clean up. In December, they will do tree trimming and clean up. When cutting branches, Richard Hughes would like the resident to be notified when we are cutting trees in our right of way that are property owners trees. Joe will make the notifications. They will put extensions on guide rails on the Valley Bridge. They will finish leaf clean up, tree trimming and will paint equipment.

We have not received a notice of appeal yet from the Kristofik enforcement, but he is appealing the decision. Ron Weber paid his judgement. Narris Bridge is on hold at this time. The Game commission does not want ownership of the Winchester Road Bridge. We want to close the bridge and make it a possible pedestrian bridge. We would also like to vacate the road. Lehigh County is still in negotiations with the residents to obtain right of way to put in a temporary bridge on Bittners Corner. They will let us know when they make the necessary accommodations. Until that time, this is on hold. Charles Waters looked at the proposed Zoning Ordinance and the only problem he has is the barn height for Ag service. He doesn't like the limitations. Section 914.03 has a max height of 30', it will be changed from 5 acres to 10 acres. Charles Waters will advertise the Zoning Ordinance to be adopted. Brian would like to add a conditional use for digital display signs so they go in front of the Board as opposed to Zoning for approval. This will also be added. We will not be doing an Act 172 tax relief for volunteer emergency services. Instead we will be doing a volunteer program, each fire fighter would be given money at the end of the year based on calls in the township. All four Townships are on board with this decision. The oil water separator is on hold at this time. The ordinance on regulating ATV's is tabled until the Supervisors can review and decide if they need to have more stringent regulations. Administrative billing has been taken care of and agreed upon by Lowhill and Weisenberg's Boards.

Richard Hughes made a motion to approve the junkyard license for Richard Landis for 2018. George Wessner, Jr. seconded the motion. Richard Hughes made a motion to approve the junkyard license for Bruce Mordaunt for 2018. Robb Werley seconded the motion. Richard Hughes made a motion to approve the junkyard license for R. Kressley for 2018. Robb Werley seconded the motion. All motions carried.

George Wessner, Jr. made a motion to approve the 2018 budget. Robb Werley seconded the motion. Motion carried.

**2018 Budget:**

Assets: \$2,049,614

Taxes: \$625,000

Licenses: \$380

Interest, Rent & Royalties: \$70,515

Intergovernmental Revenues: \$36,077

Charges for Services: \$58,300

State Liquid Fuels: \$183,512

Total Revenues: \$967,784

**Expenditures:**

General Government: \$158,146

Public Safety: \$74,959

Health & Welfare: \$500

Highways, Roads & Streets: \$426,100

Recreation: \$1500

Employee Benefits: \$189,400  
Building Fund: \$50,000  
Equipment Fund: \$65,000  
Total Expenditures: \$965,605

2017-6: Resolution for 2018 Millage Rate of .66425. George Wessner, Jr. made a motion to set the millage rate at .66425 for 2018. Robb Werley seconded the motion. Motion carried.

Richard Hughes said we are updating our website and looking for nice photos to put on the website. If anyone would like to submit photos, please take them in landscape and e mail to Jill Seymour.

Ordinance 2017-4: Outdoor wood burners. Richard Hughes made a motion to approve and adopt the outdoor wood burner ordinance. Robb Werley seconded the motion. Motion carried.

Resolution# 2017-5: Prohibiting the location of a category 4 licensed facility in the Township. George Wessner, Jr. made a motion to approve and adopt resolution 2017-5. Richard Hughes seconded the motion. Motion carried.

Due to the January 1, 2018 holiday. Reorganization will be held on Tuesday January 2, 2018 at 7:00 pm at the Municipal Building. Auditors Meeting will be held on Wednesday January 3, 2018 @ 7:00 pm at the Municipal Building. The regular Board of Supervisors meeting will be held on Thursday January 4, 2018 at 7:30 pm at the Municipal Building. Richard Hughes made the motion to accept these dates. Robb Werley seconded the motion. Motion carried.

Richard Hughes opened the floor for public comment, hearing none, he moved on with the agenda.

We received a letter from Barry Isset, legislation wants municipalities who use code enforcement to have three available to use. This would complicate issues; Brian Carl would like us to write a letter to Gary Day on this issue.

We received an e mail from Smithfield Township regarding House Bill 1620, Wireless Broadband. He is encouraging all municipalities to adopt a resolution to stop this bill. It would strip Municipalities of our control over zoning and fees for use of our right of ways for wireless tower and antenna build outs. Jill will write a letter to Gary Day and Pat Browne.

Richard Hughes made mention that the monthly check register, monthly income and minutes are in the back of the room. They date back to 2011 and have been back there for public viewing since then. We will now lay them out on the table during meetings and put them in the folder after each meeting.

Robb Werley made a motion to adjourn. Richard Hughes seconded the motion. The Lowhill Township Board of Supervisors meeting was adjourned at 8:30 pm.

Respectfully Submitted,